



MONTGOMERY COUNTY, VIRGINIA

Helen P. Royal, Commissioner of the Revenue
755 Roanoke St, Suite 1A, Christiansburg, VA 24073

Business Personal Property Division

Nina Stiles
Heather Huff

stilesnb@montgomerycountyva.gov
huffhn@montgomerycountyva.gov

540-382-5710

BUSINESS REGISTRATION FORM

| Office Use Only | Type of Tax: (check all that apply) |
|-----------------|---|
| | <input type="checkbox"/> Business Tangible Property |
| | <input type="checkbox"/> Meals Tax |
| | <input type="checkbox"/> Lodging |
| | <input type="checkbox"/> Short Term Rental |

Owner Information:

☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☐ Other

Owner's Name: (if a corp, S Corp, LLC, etc., then please enter the name as filed with the State Corporation Commission.)

| | | |
|--|--|------------------|
| Social Security # (sole proprietor / partnerships) | Social Security # (sole proprietor / partnerships) | Federal ID (EIN) |
|--|--|------------------|

Trade Name:

Physical Address:

Mailing Address:

Is the mailing address the same for all tax types? ☐ Yes ☐ No (if no, please list on a separate sheet of paper for each tax type.)

| | | | |
|----------------|-----------------|------|--------|
| Owner's Phone: | Business Phone: | Fax: | Email: |
|----------------|-----------------|------|--------|

Website:

Description of Business: (list detailed information about the business operations or attach a separate sheet if necessary.)

Start Date and Tax Information:

| | |
|-------------|--|
| Start Date: | Sales Tax Registraton #: * (ex: 10-999999999F-001) |
|-------------|--|

***Virginia Sales Tax Registration #** - When reporting sales tax each month to the Department of Taxation, please use Montgomery County's locality **CODE 51121**. This information is used to allocate local sales revenue to Montgomery County in which your business is physically located.

Signature:

I declare that the foregoing statements are true, complete and correct to the best of my knowledge.

Signature of Applicant or Authorized Agent

Date

Reviewed By: _____

Date: _____